



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

September 6, 2016

ADDENDUM #2

RFP No.:0352

Receipt Date: September 9, 2016
REVISED RECEIPT DATE: September 16, 2016

For: Provide technical assistance as needed for Floodplain Management, Community Rating System and Hazard Mitigation related services for the Jefferson Parish Department of Floodplain Management.

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THE PROPOSAL RECEIPT DATE HAS BEEN EXTENDED SEPTEMBER 16, 2016 AT 4:30 PM

CLARIFICATIONS:

1. Our firm carries Marine General Liability insurance which is more comprehensive than Commercial General Liability. That said, because of its broad and more comprehensive coverage, the policy carries a \$25,000 deductible. The insurance requirements (Section 1.26 of the RFP) state: *"No insurance required shall include a deductible greater than \$10,000.00. The cost of the deductible is borne by the proposer."* With the \$1,000,000 combined limit, and comprehensive coverage this policy brings, would the parish consider allowance for the \$25,000 deductible?

ANSWER:

Jefferson Parish agrees to allow a \$25,000 deductible.

2. Also, please advise if we should provide the most recent audited statements at this time, with our proposal submission, or at time of award.

ANSWER:

Section 2.6 – Financial Profile – Please remove existing language and replace with the following:

Firms are requested to submit documentation from the past three (3) years demonstrating firm's financial stability. Documentation may include financial statements including balance sheets, income statements, documentation regarding



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retained earnings, assets, liabilities, etc. Such information should be included in the technical portion of the proposal submission and MUST NOT be included with the cost proposals. Proposer must include information demonstrating the proposer's financial stability and ability to obtain and maintain bonding and insurance requirements in order to be eligible to be assigned a higher score. Proposals which lack the description of the company's financial status or required certification of bonding and insurance requirements may be assigned a lower score.

REVISIONS:

Section 3.1 Evaluation Criteria has been revised as follows:

3.1 Evaluation Criteria

The proposed evaluation criteria shall be looked upon as standards which measure how well a proposer's approach meets desired performance requirements, and which permit an evaluation of the differences between desired performance characteristics and what the proposer proposes to do.

The proposed evaluation criteria shall measure how well a proposer's innovative approaches meet the desired minimum performance standards defined in the RFP, and shall allow for the quantification of the differences between those stated minimum standards and what the proposer intends to do. In accordance with Section 2-895 of the Code of Ordinances for Jefferson Parish a scoring system must be devised and impartially applied to each proposal to assure objectivity and thoroughness in comparative analysis.

Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

1. TECHNICAL PROPOSAL (Maximum of 75 Points)

The following criteria (items a. through h.) shall measure the qualifications, technical capabilities and core competency of the proposers and their submissions. The table for scoring each criterion shall be applied per item accordingly:



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Substantially Exceeds Expectations	Exceeds Expectations	Meets Expectations	Does NOT Meet Expectations
0 to 1 point less than max scoring	2 to 5 points less than max scoring	3 to 10 points less than max scoring	5 to 25 points less than max scoring

	TECHNICAL PROPOSAL	Max Scoring 75 Points	
a.	Innovative approaches to implement scope	25	
b.	Personnel's Floodplain, CRS, & HM similar experience	10	
c.	Proposer's experience in performing similar tasks	10	
d.	Proposer's capacity to meet aggressive project deadlines and ability to obtain and maintain bonding/insurance requirements (financial profile)	5	
e.	Proposer or Personnel's experience with Local Multijurisdictional Hazard Mitigation Plans	5	
f.	Proposer or Personnel's creative experience with government agencies	5	
g.	Proposal's grammar, spelling, and format	5	
h.	Sample deliverable (newsletter, video, or promotional material)	5	
i.	Location of Proposer's Office: Scoring shall be based upon the following point value: Jefferson Parish – 5 Points Orleans, Plaquemines, St. Charles Parishes – 3 Points Other Parish within State of Louisiana - 2 points Outside the State of Louisiana – 1 point	5	



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2. COST PROPOSAL

a. The proposer with the lowest cost shall receive the highest cost evaluation score.

b. Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC \times X)$$

Where: CS = Computed cost score for Proposer

LPC = Lowest proposed cost of all Proposers

PC = Proposer's cost

X = 25% of the total number of points assigned

Maximum # of Points 25

TOTAL MAXIMUM POINTS FOR THIS RFP is 100 Points.

Sincerely,

Sidney Duffy

Sidney Duffy, Buyer II
Jefferson Parish Purchasing Department

RFP SUBMISSION:

Proposer must acknowledge all addenda on the signature page. Proposer acknowledges receipt of this addendum on the signature page by entering the number that has been assigned to this addendum

This addendum is a part of the contract documents and modifies the original RFP documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.